

Functional Area WBS #: 8 – Intellectual Property and Technology Commercialization

Completed by: R. W. Benedict (ANL-W) R. Barnes (INEEL)

FUNCTIONAL AREA SUMMARY FORM

(ANL-W & INEEL Laboratory Consolidation to INL)

Consider facilities, hardware, processes, procedures, personnel, training, database, etc. in your functional area.

1) **ACTIVITIES** needed to transition

What activities should be conducted to support to transition to a single contractor? When is the most opportune time to conduct each activity (pre-transition, transition, incoming contractor)?

Activities to transition functional area to one contractor	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
Transfer Rights of INEEL/ANL-W Intellectual Property to one contractor.			X
Receipt and protection of Invention Disclosures			X
Coordinate Invention Disclosure Record Review Processes			X
Transfer agreement rights assigned to INEEL/ANL-W to one contractor.			X
Create Single Intellectual Property Database			X
Royalty Allocation: Lab Portion/Inventor			X
Partner Obligations Due: Milestones, Reports, Fees			X
Work for Others Process			X

2) **GAP(S)**

In your functional area, identify gap(s) that may inhibit a smooth transition. Please list below. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

IDRs in process, Patent applications in process
Work for Others Program

3) **Other**

Are there issues or concerns outside of your functional area that may inhibit the consolidation? If so, please list. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

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4) Have you initiated any actions outside of this review to facilitate the integration? If so, please describe.

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GAP/RISK DESCRIPTION FORM

Please complete one form per gap.

- a) Describe the gap(s) that affects the integration of ANL-W and INEEL.
ANL-W IP management is conducted through the ANL-E office while INEEL IP management is conducted locally.
- b) Rank the risk, on a scale of 1 to 5, associated with the above gap, and describe the impact(s)?
(Risk 1 = minimal consequence on January 31, 2005: Risk 5 = operational barrier to laboratory on January 31, 2005)
Risk: Level # 1
Description: Minimal risk if not resolved by January 31, 2005.
- c) What steps should be taken to address the gap(s) and when (pre-transition, transition, incoming contractor)? Please indicate the owner of the action (ANL-W, INEEL, or both where applicable).

	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1. Implement IP management system and processes.			INL